CURRICULUM VITAE

**JENNIFFER CHEPKOECH CHEROIGIN**

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**CAREER AND PERSONAL OBJECTIVE**

A highly resourceful, reliable, innovative **Quality Assurance& Nutrition** professional with over 10 years’ experience in the manufacturing industry, seeking to work in a company where I would improve company performance through enhanced quality standards; deploying strong, long-term Quality Assurance integration strategies.

**WORK EXPERIENCE**

**AUG- 2016- To Present: Proctor and Allan (EA)**

***Position: Quality Assurance Manager***

***Duties:***

* Head of Quality Assurance Department Overseeing proper running of Q.A department laboratory ensuring that the factory hygiene and housekeeping standards are maintained as per ISO and HACCP procedures
* Head of Business Development Committee/R &D driving continuous improvement and research for both new product ,innovation and renovation of existing products and packaging materials including re branding to ensure all the steps are followed in new/improved product /material development
* Leading the teams in process improvements through analysis of data from quality inspection reports, corrective action plan, examining existing work flows and bottle necks
* Supplier management –working with procurement to ensure right raw materilas,packaging material are supplied through, specifying quality requirements for both raw materials and packaging materials with supplier ,evaluating effectiveness of supplied mateilas,participate in supplier audits: technical report for contract farmers
* Food safety team leader ensuring the FSMS ISO 22000:2005, ISO/TS 22002-1:2009 Version 4.1 additional FSSC requirements are implemented and sustained by offering technical guidance to the team leaders and assisting with implementation
* Determining ,negotiating and agreeing in-house procedures ,standards /specification :working with operating staff to establish procedures ,standard ,systems and procedures :preparing all staff for external quality assurance audits
* Reports –writing, investigating and setting standards for quality /health and safety, updating, analyzing distribution statistical information
* Upgrading the new site to ISO 9001:2015 version
* Part of the team commissioning products in the New plant at Limuru with the Buhler Switzerland technologist team ,working also on introduction of new range of both breakfast cereal and porridge’s for baby’s and whole family (currently working on puffed baby cereal snacks, sugar coated cereals, instant porridges )
* Ensure that manufacturing processes comply with both national and international level representing the company as a Technical committee member at KEBS by actively participating in revision of local and regional regulations.
* Financial objectives providing budgets requirement s and preparing an annual budget implementing /monitoring
* Customer complaints-evaluating customer complaints ,conducting trade audits to evaluate quality of company products while in trade
* Recruit and train analysts /supervisors and shop floor staff providing them with documented quality standards as guidelines to their day to day activities

**OCT 2015- To July 2016: Githunguri Dairy Farmers Co-operative Society**

***Position: Quality Assurance officer***

***Duties:***

* Ensure that quality management systems are carried out as per the management recommendations ISO 22000,TQM projects
* Preparation of reports for the management and as required by other department including weekly and Monthly KPI reports
* Overseeing proper running of Q.A department laboratory including organization of staff quality control laboratory activities, supervising quality analysts in carrying out test
* Product development-developing new products to meet market demand and market trends
* Market response, attending seminars and responding to any customer complaints, conducting market audits
* Maintain, carry out and improve the internal training program at shop floor level as well as in the training sessions including all relevant issues within the operational area
* Ensuring that staff appraisal is done on time for all laboratory staff
* Ensuring quality of products by releasing sound product after quantitative and qualitative assessment
* Ensuring that all measuring equipment are calibrated to achieve desired results
* Follow up on environmental issues including waste disposal and ensure this meet regulatory standards

**Aug 2013- Sep 2015: Bio foods Products Ltd**

***Position: Quality Assurance Officer***

***Duties:***

* Ensure that all Haccp and Bio laid down policies, procedures and system are maintained
* Review data from contract laboratories to ensure accuracy and regulatory compliance.
* Market response, attending seminars and responding to any customer complaints
* Managing the quality control laboratory activities, supervising quality analysts in carrying out test, Monitor testing procedures to ensure that all tests are performed according to established item specifications, standard test methods, or protocols.
* Ensuring quality of products by releasing sound product after quantitative and qualitative assessment
* Participating in research and new products development recently came up with new product, greekswiss style set yoghurt.
* Compiling performance reports on process data and monitoring documentation in process controls to ensure quality including weekly and monthly KPI reports
* Preparation of the annual quality plan and coordination of the activities per plan
* Maintain, carry out and improve the internal training program at shop floor level as well as in the training sessions including all relevant issues within the operational area

**Feb 2013- Jul 2013: Unga holdings. Nakuru Mineral Plant**

***Position: Quality controller***

***Duties:***

* Site pillar head for kaizen projects i participated in Continual Improvement Projects, GKWs, updating and reviewing HoshinKanri Goal documents, Training within Industry, supporting and auditing 6K teams and Participated in monthly autonomous maintenance auditing.
* Site TQM pillar head ,lead the teams Participating in TQM projects to improve product conformance to specification through employing TQM tools Plan Do Check and Act
* Continuous training of Lab analyst and Quality Control assistant to ensure accurate results are obtained.
* Organize and manage the workflow in the lab to analysts to ensure the results are released timely and monitor employees to make sure that they work according to the test plans and procedures
* Participating in research and new products development was part of the team which came up with new Fugo range in Unga ltd
* Participating in implementation of ISO 22000 and ISO 17025 at both mineral plant and Unga central lab department and ensure maintenance of the established system
* Monitoring and documenting in process controls to ensure quality products including revision of quality control procedures
* Preparation of the annual quality plan and coordination of the activities per plan
* Preparation of weekly and Monthly KPI reports

**August 2011–Feb2013: Unga Limited, Commercial Street**

***Position: Operations Trainee later Quality control Analyst***

***Duties:***

* Quality checks on the line and finished products and taking the product and carrying on in process monitoring checks e.g moisture ,weigh control, color checks
* supporting teams in Kaizen initiatives using Kaizen tools such as Kanbans, Root Cause Analysis, PDCA, and preparation of SOPs, OPLs, and processes improvement tools
* Research and new products development in the lab both renovation and innovation projects active member
* Prepare documentation, reports, and results based on the process of the test plan, mapping out the failures, stability, and corrective actions in production process
* Assist in developing test plans and procedures on a product and make sure that requirements are met
* Testing of finished products to avail analytical data for use in certifying the products as meeting set specifications and safe for consumption mainly analyzing of raw grain and finished human and animal products i.e. Protein analysis; Oil extraction; Fiber testing; Ash content testing; Moisture content testing; Calcium analysis; Phosphorus analysis.
* Reporting results to all the sites and external customers
* Participating in Continual Improvement Projects, GKWs, updating and reviewing HoshinKanri Goal documents, Training within Industry, supporting and auditing 6K teams and Participated in monthly autonomous maintenance auditing.
* Safety, Health and Environment Pillar activities team member

**ADDITIONAL WORK EXPERIENCE**

* Nutritionist Consultant at Healthy U - 2000 Ltd: Sep 2009 - Sep 2011
* Attaché at Frigoken Limited: Jul 2008 - Aug 2008

**EDUCATIONAL BACKGROUND**

Jan 2014–To 2017 Dec: Kenyatta University

**Masters in Business Administration (Project Management)**

Aug 2005-May 2009: Egerton University Njoro

**Bachelor of Science in Food Science & Technology**

Jan 1998– Nov2001: Moi Girls High School

**Kenya Certificate of Secondary Education**

Jan 1995–Nov1997: TengechaGirls’ Boarding Primary School

**Kenya Certificate of Primary Education**

**WORKSHOPS AND SEMINARS ATTENDED**

* June 2012: Training as a grader.
* June 2012: Trained as a Haccp Auditor.
* Nov 2012: Trained as safety health and environment committee member
* Dec 2012: Trained on Performance management tools
* Dec 2012: Trained on ISO 22000 and ISO 17025 awareness
* Dec 2015: Trained on Balance Score Card
* Nov 2016:Trained as a Lead Auditor (FSSC) 22000:2010
* Dec 2016:Trained on FSSC 22000:2010 and internal audit
* August 2017:Trained as a Lead Auditor ISO 9001:2015
* May 2018 :Trained on FSSC awareness ver 4.1
* Nov 2018 :Trained on Microbiological analysis
* Oct 2018;Trained on first aid

**REFEREES**

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